



DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES
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AUTHORIZED BY: _____
Administrator

INFORMATION MEMORANDUM
SPD-IM-03-029
Date: March 19, 2003

TO: Area Agency on Aging Directors CHS SDA Managers
CHS/AAA Field Managers and Staff CHS SDA Assistant Managers
SPD Managers and Staff CHS Central Office Managers

SUBJECT: March NetCast Subjects for Tuesday, March 25, Thursday, March 27, and Friday, March 28, 2003.

INFORMATION: The NetCast is titled "**Transition services: The Community Resource Development Project**". This training will cover the process for authorizing transition services and authorizing specific vendors who will provide services for eligible clients. Training will include answers to questions about what services can be authorized, who is a vendor, and the time lines for completing these services.

There will be 4 sessions on the following 3 days. The sessions are 1:30 pm -2:30 pm and 3:30 pm - 4:30 pm on the 25th and 27th of March and 9:00 am -10 am and 10:45 am - 11:45 am on the 28th of March.

For the first afternoon session on Tuesday, March 25 begin login at 1:00 pm and the training session will begin at 1:30 pm. For the second afternoon session on Tuesday, March 25 begin login at 3:00 pm and the training session will begin at 3:30 pm. Follow the same schedule for Thursday, March 27.

For the first morning session on Friday, March 28 begin login at 8:30 am and the training session will begin at 9:00 am. For the second morning session on Friday, March 28 begin login at 10:15 am and the training session will begin at 10:45 am.

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